

CHAPTER 13

PROCEDURES FOR MEMBERS ASSIGNED TO SEA OR SHORE ACTIVITIES SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION

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PROCEDURES FOR MEMBERS ASSIGNED TO SEA OR SHORE ACTIVITIES
SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION

13.0 GENERAL INFORMATION REFERENCES.

This chapter contains administrative procedures required incident to a change of homeport or permanent duty station location. The term "homeport" used in this chapter includes the homeport of a sea unit or permanent duty station location of a shore activity. Activities designated to change will receive notification from the Chief of Naval Operations as to the effective date of the change.

PROMULGATION. This is the date of the message or letter issued by the Chief of Naval Operations directing the new homeport of an activity.

EFFECTIVE DATE. Date specified in the message or letter issued by the Chief of Naval Operations directing the homeport change of an activity.

Although a change in homeport may require redesignation of an activity's type duty classification (e.g., from Type 6 or 7 to Type 1 or from Type 2 or 8 to Type 4), changes in duty for rotational purposes (i.e., sea to shore) are rarely necessary. Procedures contained in this chapter pertain only to those situations when no change in the type duty for rotational purposes is changed.

All reports and inquiries which are a result of a change of homeport or permanent duty station, should be directed to the appropriate COMNAVPERSCOM code as follows:

- Surface units to PERS-402D
- Sub-Surface units to PERS-403
- Air units to PERS-404
- Shore units to PERS-4010

A "Homeport Change Guide" will be provided by the appropriate COMNAVPERSCOM code for each fleet unit changing homeport.

The following ENLTRANSMAN articles and instructions contain pertinent information concerning homeport changes:

- ENLTRANSMAN Chapter 3 Article 3.21: Military Couple Assignment Policy
- ENLTRANSMAN Chapter 4 Article 4.011: General Screening Procedures for Overseas Service 4.054: Unit Transitioning to Overseas Location 4.0542: Tour Lengths for Volunteers for Units Transitioning to Overseas Locations 4.0543: Tour Lengths for Non-Volunteers for Units Transitioning to Overseas Location
- ENLTRANSMAN Chapter 8: Renegotiation of GUARD 2000 Assignment Incident to Homeport Change
- ENLTRANSMAN Chapter 13 Article 13.03: Dislocation Allowance and SECNAVFINDD
- MILPERSMAN Article 1910-102: Early Separations
- OPNAVINST 1300.13: Command Sponsorship of Dependents at Overseas Duty Stations
- OPNAVINST 1300.15: Naval Military Personnel Assignment Policy
- NMPC INST 4650.2: Navy Passenger Transportation Manual (PTM);

Promulgation of

- OPNAVINST 3111.14U: Homeports and Permanent Duty Stations, Establishment, Disestablishment and Modification of Activities of the Operating Force of the Navy

13.01 ENTITLEMENTS.

As a general rule, individuals receiving orders to an activity after the promulgation date of a homeport change will have their entitlement to travel of dependents and shipment of household goods based on newly announced homeport.

Eligible members attached to the activity on the effective date are entitled to movement of dependents and shipment of household goods based on newly announced homeport.

COMNAVPERSCOM will issue additional guidance for fleet activities changing homeport to an overseas location or between overseas locations.

13.011 INDIVIDUALS WHO ARE UNDER ORDERS TO THE UNIT WHEN THE HOMEPORT CHANGE IS ANNOUNCED. Members who are notified of a homeport change, whose dependents have not performed any travel incident to the permanent change-of-station orders, will be entitled to transportation of dependents from member's old permanent duty station to the unit's new homeport.

Every effort will be made by the last permanent duty station, all en route temporary duty stations, and the unit changing homeport to officially notify individuals who are under orders of the announced homeport change.

Official notification will be made in one of the following ways:

- An endorsement, typed or written, on the PCS orders stating the impending homeport change and the new homeport; or
- A copy of the CNO message announcing the homeport change will be attached to the PCS orders; or
- A copy of the COMNAVPERSCOM message modifying the entitlements of members under orders from the old homeport to the new homeport, will be attached to the PCS orders.

In the event a member completes his PCS travel to the unit without being officially notified of the homeport change, a homeport change certificate may be issued if the Commanding Officer deems it necessary. Acceptable circumstances warranting the issuance of a homeport change certificate include, but are not limited to:

- Household effects have been delivered in the geographical location of the old homeport, (if the household effects have not been delivered, they should be forwarded to the new homeport using the accounting data contained on the member's permanent change-of-station orders, using the COMNAVPERSCOM Washington, D.C. message, which modifies entitlements to the new homeport, as authority);
- A cross country relocation is required and the member desires to ship a POC;
- Dependent travel claims in conjunction with the member's PCS travel

have been liquidated, (if the claims have not yet been liquidated, travel should be continued to the new homeport using the COMNAVPERSCOM Washington, D.C. message, which modifies transportation entitlements to the new homeport, authority).

13.012 MEMBER TO BE DETACHED FROM A UNIT WHICH IS CHANGING HOMEPORT.

When a member receives permanent change-of-station orders from a ship or afloat staff, prior to the effective date of the homeport change, reimbursement for the travel of dependents is limited to a distance not to exceed that from the old homeport of the unit to the new permanent duty station, even if the member's actual date of detachment does not occur until after the effective date of the change of homeport.

The entitlement homeport/PDS is changed in the activity file upon receipt of the CNO promulgation message. PCS orders will reflect the new homeport/PDS when issued after the CNO message and prior to the effective date of the homeport/PDS change. To ensure members receive their proper entitlements for transportation of dependents and shipment of household goods from the "old homeport/PDS" orders will include the following statement in the Detaching Section, Part TWO of PCS orders:

"ON _____ (DATE) CNO PROMULGATED CHANGE OF HOMEPORT/PDS OF
_____(VESSEL/UNIT) TO _____ (NEW HOMEPORT) REIMBURSEMENT FOR
DEPENDENT TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM _____ (OLD
HOMEPORT) IS AUTHORIZED. (SEE JFTR U5222-D-5 OR U5222-I
AND U5350-J."

13.02 HOMEPORT CHANGE CERTIFICATE.

When dependent travel is performed incident to a change of homeport of a unit, the claim or application for dependent's transportation will be accompanied by the original and two copies of a homeport change certificate, signed by the Commanding Officer or designated representative.

Not more than one original certificate will be issued to any one member on the same change of homeport or permanent station of a ship or afloat staff. The certificate will be prepared with four (4) copies to satisfy the requirements of the personal property transportation office, for the shipment of household office. In the case of a lost original certificate, refer to Navy Travel Instructions, par. 4011, for the procedures for submission and payment of claims involving lost original orders.

JFTR, par. U5222-D, prescribes dependent travel entitlements when a change of homeport occurs while assigned to a restricted area, unusually arduous sea duty, or duty under unusual circumstances. JFTR, par. U5222-H prescribes entitlements when a homeport change occurs while assigned to duty with a ship, afloat staff, or an afloat unit which is not considered duty involving unusual or arduous sea duty. BUPERSINST 7040.6 and BUPERSINST 7040.7 contain guidance for preparing accounting data to be used on the homeport change certificate.

13.021 SAMPLE HOMEPORT CHANGE CERTIFICATE.

(Activity name)

(date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the

(letter/message) from the Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent duty station location) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable).

Accounting Data _____ (Signature of Commanding Officer)

13.022 RESTRICTIONS.

- Time onboard after homeport change. Member must remain onboard a minimum of twelve months after the effective date of homeport change to be eligible for Homeport Change Certificate.
- No Dependents on Effective Date of Orders. A member without dependents on the effective date of homeport change will not be issued a homeport change certificate UNLESS the member plans to ship household goods and/or privately owned motor vehicle incident to the change.
- Permanent Change-of-Station Orders Issued or To Be Issued. Members in receipt of PCS orders shall not be issued homeport change certificates. Commanding Officers shall contact the appropriate COMNAVPERSCOM code, (refer to article 13.0), for confirmation of transfer directives for personnel whose PRD is within six months after the effective date.

If the member has received, or will be issued, PCS orders, travel and transportation entitlements will be in accordance with the permanent change-of-station orders using the accounting data contained therein.

- Member Has Less Than 90 Days Obligated Service. When a member has less than 90 days obligated service on the effective date of a homeport change and does not desire to reenlist/extend, separation orders will be issued in lieu of a homeport change certificate. The following points are emphasized:
 - Separation orders may not be issued more than six months prior to EAOS without prior COMNAVPERSCOM (PERS-814) approval.
 - If the member extends enlistment or reenlists prior to being detached from the ship or mobile unit, orders directing separation or release from active duty will be cancelled and, if otherwise proper, a homeport change certificate issued.

13.03 SECNAVFIND.

Article 15.0312 of this manual provides procedures for requesting SECNAVFIND in connection with a homeport change. Upon receipt of authorization from COMNAVPERSCOM, the Commanding Officer shall issue a modified homeport change certificate as follows:

HOMEPORT CHANGE CERTIFICATE - MODIFIED FORMAT FOR SECNAVFIND

(Activity name)

(date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the

(letter/message) from Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent station) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable). The Secretary of the Navy has found that this PCS is required by the exigencies of the service.

Accounting data _____ (Signature of Commanding Officer)

13.04 EARLY SEPARATIONS.

Requests for separation when remaining active obligated service is less than 90 days must be submitted to Type Commanders, info COMNAVPERSCOM (PERS-814) and EPMAC. If member's services can be spared, the member will be transferred for separation; if not, the member will be required to accompany the ship to the new homeport or the mobile unit to its new permanent station. In all cases when the homeport of a ship or command changes, the unit's Commanding Officer, with Type Commander's approval, may effect a member's release within five days of departure for the new homeport when there would be insufficient time to return the member to the old homeport for separation processing or to complete separation processing at the new homeport prior to the member's expiration of active obligated service.

13.041 MEMBERS IN RECEIPT OF FLEET RESERVE ORDERS. Members in receipt of orders for transfer to the Fleet Reserve or Retired List must receive approval from COMNAVPERSCOM for modification of effective date for transfer to the Fleet Reserve/Retired List. In these cases approval will not be granted if the period of active duty is reduced to less than the minimum time required for transfer to the Fleet Reserve.

13.05 TRANSPORTATION AUTHORIZATION.

When the homeport of a ship or afloat staff is changed, the Commanding Officer may issue a PCS travel authorization based on the official homeport change notification authorizing the member to proceed to the old homeport, and return, via any TDY/TAD stations(s). The statement of endorsement must be either signed directly by the CO or acting CO and not "By Direction". (See OPNAVINST 4650.15). If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to the new homeport and return to the ship or afloat staff via any TDY/TAD station(s). Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of dependents, shipment of HHG, to pick up personal items, or to bring the member's POC to the new homeport. This entitlement will expire one year from the effective date of the homeport change. If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to JFTR, par. U5120-F1. Travel to the authorized destination and from the authorized destination are treated as separate legs of the journey. Member's should only be authorized transportation allowances for POC on one leg of the journey as described in JFTR, par. U5107. Travel for the other leg of the journey should be directed by government procured transportation.

13.051 DETAILED INSTRUCTIONS FOR PREPARATION OF THE TRAVEL ORDER:

The travel authorization is issued as a travel order, at the command level preferably on the unit's letterhead bond paper.

BLOCK 1 Number: Serial number assigned by the unit.

BLOCK 2 Date: Date authorization is prepared.

BLOCK 3 Name: Type member's full name - Last name, first middle.

BLOCK 4 Grade/Rate: Enter member's pay grade and rating abbreviation.

BLOCK 5 SSN: Enter member's social security number with hyphens between the third and fifth digits. Example: 123-45-6789.

BLOCK 6 Branch/Class: Enter the abbreviation of service (USN, USNR, etc.).

BLOCK 7 Old/New homeport: Enter the City and State, or country, which travel is authorized to.

BLOCK 8 Old/New homeport: Enter the City and State, or country, which member is directed to return to.

BLOCK 9 Unit: Enter the full title of the unit changing homeport.

BLOCK 10 Date-time-group: Self explanatory.

BLOCK 11 Days Leave: Enter the number of days leave authorized in conjunction with this travel.

BLOCK 12 Days Travel: Enter the number of days travel time (MILPERSMAN 1320-100) authorized.

BLOCK 13 Days Proceed: Enter the number of days proceed time (MILPERSMAN 1320-090) authorized.

BLOCK 14 Advanced LV RATS Requested: Enter if applicable.

BLOCK 15 Advanced MALT plus flat PER DIEM authorized: Enter if applicable.

BLOCK 16 Months Advanced Pay Authorized: Enter number of months advance pay authorized, if any.

BLOCK 17 City: Self Explanatory.

BLOCK 18 State/Country: Self Explanatory

BLOCK 19 POC State and License number: Self Explanatory.

BLOCK 20 City: Self Explanatory.

BLOCK 21 State/Country: Self Explanatory

BLOCK 22 Leave address and phone number: Self explanatory.

BLOCK 23 Accounting Data: Refer to the Financial Management Guide for Permanent Change of Station (PCS) Travel, (BUPERSINST 7040.6), as it pertains to travel incident to a change of homeport. Accounting data for TEMDUINS will be provided by COMNAVPERSCOM is applicable.

BLOCK 24 Narrative: Any intermediate stations will be provided, with accounting data and specifics, by COMNAVPERSCOM. If there are no intermediate stations, include only ultimate duty station information, to include the UIC, activity name and mailing address,

and the report not later than hour and date.

BLOCK 25 Signature of Member: Self explanatory.

BLOCK 26 Travel Commenced: Hour and date member is authorized to begin this travel.

BLOCK 27 Authenticating signature, rank, title: The signature shall be that of the Commanding Officer of the activity, or, when the Commanding Officer delegates such authority to a subordinate officer, master chief, senior chief, chief petty officer, petty officer first class, or civilian, may be "by direction of the Commanding Officer." The authenticating signature will be affixed only to the original order.

EXAMPLE:

(1) Travel Authorization Order Number: _____ (2) Date:

(3) Name (4) Grade/Rate (5) SSN (6) Branch/Class)

is hereby authorized travel at government expense to (7) (old/new homeport) and return to (8) (old/new homeport). This travel is granted as a result of the homeport change of (9) (unit). Authority for this change: Chief of Naval Operations message (10) (date-time-group).

Authorized: (11) 00 DAYS LEAVE (14) ADV LVRATS REQUESTED
(12) 00 DAYS TRAVEL (15) ADV MALT PLUS FLAT PER DIEM
(13) 00 DAYS PROCEED TIME (16) 0 MONTH AD PAY AUTH

POC TRAVEL IS AUTHORIZED FOR TRAVEL FROM (17) CITY, (18) STATE/COUNTRY) TO (CITY, STATE/COUNTRY) ONLY. (19) (POC State and license number).
GOVERNMENT AIR IS DIRECTED FOR TRAVEL FROM (20) CITY, (21) STATE/COUNTRY) TO (CITY, STATE/COUNTRY).

(22) Leave address and phone number:

(23) ACCOUNTING DATA:

PCS: XX
TEMDUINS PER DIEM XX (if applicable)

(24) Reporting station(s) will appear in reporting station sequence (i.e., Intermediate 1, 2, 3, and Ultimate, as applicable). Data provided for each reporting station is: UIC, Activity Name, ACC - Type of assignment, Report Not Earlier Than Date (YY MM DD), (if applicable), Report Not Later Than Hour (required for first reporting station only), Homeport, - City, At Location of Reporting Station, Additional Reporting Instructions, School Class Convening Date (YY MM DD), and mailing address of each reporting station.

I have read and understand these orders and instruction:

(25) (Signature of Member)

(26) Travel commenced:
0000, 00 XXX 99

(27) (Signature and title of Commanding Officer
or designated representative)

13.06 REASSIGNMENT PROCEDURES.

When an activity's homeport is changed, onboard personnel are in all stages of tour completion. To avoid unnecessary PCS expenditures incurred by moving individuals incident to a homeport change and then moving them again when they have completed their tour (PST or NST), the following procedures will apply to personnel attached to activities scheduled for homeport change.

13.061 MEMBERS SERVING IN TYPE DUTY 1. Those members who have completed a normal shore tour (NST) will be reassigned to sea duty. Those members who have not completed a normal shore tour will be reassigned in accordance with the following chart:

A		B	C	D
RULE	If member has	Member will be assigned to	With PRD	Provided established
1	0-6 months remaining on shore tour (NST)	Sea duty	For prescribed	Note 1,3,4 sea tour
2	7-12 months Note 2,3,4,5 remaining on NST	Shore duty	To complete 12 month at follow on assignment	
3	13 month or more remaining on NST	Shore duty	As required to complete NST	Note 2,3,4,5

Note 1: Personnel assigned a 24 month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the Prescribed Sea tour (PST) in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost assignments within CONUS will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must OBLISERV for the area tour length overseas.

Note 4: Career personnel (See Article 3.08) will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty.

* Exception: For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

13.062 MEMBERS SERVING IN TYPE DUTY 2, 3, 4, AND 6. If reassignment is required, it will normally be in accordance with the following decision logic

table:

RULE	If member has	Member will be assigned to	With PRD established	Provided
1	0-6 months or less remaining on Prescribed Sea Tour (PST)	Shore Duty	For normal shore tour	OBLISERV Notes 1 and 2
2	7 months or more remaining on Prescribed Sea Tour (PST)	A. 6 months or less remaining on Projected Rotation Date (PRD)	Another sea duty activity	To complete Prescribed Sea Tour (PST)
		B. 7 months or more remaining on Projected Rotation Date (PRD)	Remain onboard	To Projected Rotation Date (PRD) or one year, whichever is greater

Note 1: Career personnel (See article 3.083) will be assigned without regard to OBLISERV.

Note 2: Non-career personnel (See article 3.084) must have or agree to acquire a minimum of 24 months OBLISERV to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will be retained on board for completion of PST/PRD or EAOS.

13.063 MEMBERS SERVING ON REENLISTMENT/ENLISTMENT INCENTIVES. Personnel who will be on board less than one year as of the effective date after reenlisting under GUARD 2000 incentive or returning to active service under the PRISE program may have assignment renegotiated if members are non-volunteers for transfer to the new homeport. Chapter 8 of this manual provides guidance for terms of guarantee under GUARD assignment. Members should contact rating detailers upon official announcement of homeport change in order to renegotiate reenlistment/enlistment incentives.

Assignment made with collocated spouse will be reviewed on a case basis by rating detailers. Members may be given the option to remain in current homeport if valid requirement exists or relocate to the new homeport.

13.07 TYPES OF HOMEPORT CHANGES.

Homeport changes are necessitated by changes in naval organizations or programs (e.g., Overseas Family Residence Program (OFRP)) or when they will improve the administration and operation of the activity concerned (e.g., Service Life Extension Program (SLEP), ROH). Homeports will normally be reassigned only on the basis that such assignment will remain in effect for a period of six months or longer.

13.071 CHANGE OF HOMEPORT FROM AND TO A LOCATION IN CONUS. These homeport changes are usually for a period of six months or longer and normally involve homeports located on the same coast (e.g., San Diego, CA to Long Beach, CA or

Norfolk, VA to Philadelphia, PA). Such reassignments are made in connection with overhaul, transfer to the Naval Reserve Force (NRF) or unit reorganization.

Upon receipt of the announcement by the Chief of Naval Operations of the change of homeport, Commanding Officers will submit to COMNAVPERSCOM info EPMAC, a listing of non-essential personnel recommended for reassignment prior to the effective date of homeport change. These personnel will be reassigned without onboard relief. In cases where relief is required prior to shift of homeport, the following format will be utilized:

- Name, rate, SSN
- Recommended transfer month
- Contact relief required (YES/NO)
- If gap acceptable, state number of months
- Duty preference/comments

Submit this listing to the appropriate COMNAVPERSCOM code (refer to Article 13.0).

When recommending a member for reassignment, such factors as EAOS, eligibility for reenlistment incentives, and individuals career intentions must be considered. If a member is eligible for GUARD assignment, submit request in accordance with Chapter 8 of this manual. Personnel whose expertise and skills are required on board after effective date of homeport change need not be included in message or letter. On board PRDs will not be extended unless requested by the member.

Additional guidance, if required, will be provided for ships changing homeports from one coast to another (e.g., Norfolk, VA to San Diego, CA) and ships changing homeport scheduled to undergo SLEP (Service Life Extension Program).

13.072 CHANGE OF HOMEPORT TO OVERSEAS LOCATION. As soon as the CNO officially announces the homeport change, Commanding Officers will determine suitability in accordance with Chapter 4 for overseas service by reviewing personnel records and conducting personal interviews to facilitate personnel planning. Commanding Officer shall submit to COMNAVPERSCOM, with info copy to Type Commander, Fleet Commander, and EPMAC, a listing of personnel who are:

- Not qualified for overseas duty in accordance with Chapter 4 of this manual and OPNAVINST 1300.14. These personnel will be transferred prior to the effective date of homeport change.
- Volunteers and non-volunteers for the new homeport.
- Personnel with six months or less remaining on PST/PRD computed from effective date of homeport change and are non-volunteers.
- Under reenlistment/enlistment incentives with less than 12 months on board after effective date of homeport change and are non-volunteers.
- Serving with collocated spouse. Indicate whether reassignment or relocation to the new homeport is desired.

Identification of personnel retained on board will be categorized as follows:

- VACC/VOTH (volunteers accompanied/"all others tour") - members desiring to remain on board to complete applicable tour.
- NVOL (non-volunteers) - those personnel who do not desire to remain on board. These personnel may be retained on board for a maximum of 24 months or until completion of PRD/PST whichever is less.

If assignment of a member selected from fleet volunteers is not feasible due to change in policy, funding constraints, member's withdrawal, advancements, or if the member is no longer eligible for such duty, rating detailers will provide replacement from available assets in accordance with Manning Control Authority (MCA) priority in the Enlisted Personnel Requisition System (EPRES).

13.0721 It is most desirable that units changing homeport to an overseas location be manned with volunteers to the maximum extent feasible. However, it is often necessary to retain some non-volunteers on board to fill key billets during the transition period to maintain crew stability, provide experienced watches, and to man units in accordance with specified manpower levels when sufficient volunteers or replacements are not available.

Personnel who are undecided will be afforded the opportunity to elect accompanied or "all others tour" at a later date provided they incur additional obligated service and complete applicable tour. However, members are cautioned regarding use of entitlements prior to making a decision which could effect further entitlements to the new homeport (Article 4.052 pertains).

13.0722 Members who volunteer to remain on board the unit after transitioning to an overseas homeport will complete applicable accompanied or "all others tour" in accordance with Article 4.0542. Personnel shall incur sufficient contractual obligated service prior to departure of ship from CONUS.

13.0723 Every effort will be made to reassign non-essential personnel who are not volunteers to remain on board during the transition period in accordance with Article 13.042. However, if not enough volunteers or replacements are available, members will be required to remain on board until PRD or 24 months after effective date, whichever is less. PRD's of non-volunteers will not be involuntarily extended in accordance with Article 4.0543.

Non-volunteers who choose to have their dependents accompany them or elect to bring POC or HHG to the new overseas location shall have their PRD adjusted to reflect applicable tour in accordance with Article 4.0543.

13.073 CHANGE OF HOMEPORT FROM AN OVERSEAS LOCATION TO CONUS FOR OVERHAUL AND RETURN TO PREVIOUS OVERSEAS LOCATION. Since overhaul, conversion, or aircraft transition periods vary from six months to more than seventeen months, transitioning units in this type of homeport change must be considered as an exception to the normal transition policy. Units returning to CONUS will receive a change of homeport notice which will assign, for the purpose of travel entitlements, a CONUS homeport.

13.074 CHANGE OF HOMEPORT FROM ONE OVERSEAS LOCATION TO ANOTHER OVERSEAS LOCATION. Personnel currently onboard these units will be retained for completion of current tour except as indicated:

- Personnel no longer qualified for continued overseas duty.
Disqualification shall be documented in the member's service record.

- Personnel with less than six months remaining on PST/PRD and who are non-volunteers will be reassigned prior to effective date or sail date whichever is earlier on a case basis. Factors to be considered for early transfer are presence of dependents on station and availability of replacement.
- Personnel assigned with collocated military spouse and single parents should be identified to COMNAVPERSCOM (PERS-40B) who will review each assignment on a case basis. Indicate whether assignment is desired to a new or old homeport.

Members currently serving an "all others tour" at the old homeport may elect accompanied tour at the new location provided they agree to remain onboard for completion of required area tour of the new homeport and acquire necessary obligated service prior to the effective date of homeport change.

13.075 CHANGE OF HOMEPORT INCIDENT TO FLAGSHIP TURNOVER OR EXCHANGE OF TENDER DUTY. Reassignment policy for units in this category will be provided by separate correspondence due to the unique situation. For planning purposes, the general policies for homeport change will apply. In addition, the following reassignment procedures may be utilized:

- On board personnel desiring to remain with present command may be retained provided all requirements are met in accordance with the current assignment policy.
- Personnel will be afforded every opportunity to remain in present homeport by requesting exchange of duty in accordance with Chapter 14.
- When exchange of duty is limited due to ship's design (e.g., nuclear vs conventional), self-negotiated swaps with other units in the same area may be authorized.
- All other requirements such as overseas screening if applicable, and obligated service must be completed prior to transfer.

13.08 PRD ADJUSTMENTS/MODIFICATION.

To provide continuity, a phased rotation of personnel after homeport change is necessary. When the unit manning profile is established, the Commanding Officer may request PRD adjustments of maximum plus or minus 90 days from completion of elected tour. When recommending PRD adjustments, such factors as time remaining on active duty, tour election, time remaining on PST, usage of entitlements, and desires of individual should be considered. COMNAVPERSCOM will confirm PRD adjustments by Enlisted Personnel Action Document (EPAD).

13.09 HOMEPORT CHANGE CONFERENCE.

When deemed necessary by the Manning Control Authority (MCA), Type Commander, and COMNAVPERSCOM due to complexity of crew manning considerations, a Homeport Change Conference will be convened to review and coordinate unit's manning requirements, selection and assignment of fleet volunteers, compliance with assignment and entitlement policies and other matters in connection with crew mergers, crew stability and unit personnel readiness. The Homeport Change Conference will normally be convened and chaired by the Type Commander's representative, with attendees from the Manning Control Authority, EPMAC, COMNAVPERSCOM, and the unit changing homeport.